

Osmania University

SCALES OF REMUNERATION TO EXAMINERS

Rs. P.

1. Matriculation:—

For setting a paper for which the time allowed is 3 hours	40.00
For valuing an answer paper for which the time allowed is 3 hours	0.60
For setting a paper for which the time allowed is less than 3 hours	30.00
For valuing an answer paper for which the time allowed is less than 3 hours	0.50

Note:—If the paper consists of different sections and is valued independently by an examiner, the remuneration for valuing an answer paper will be at the rate of 30 paise per answer book for each section.

2. Pre-University Course and Entrance Test for Admission to Engineering Course:—

For setting a paper for which the time allowed is 3 hours or more	45.00
For valuing an answer paper for which the time allowed is 3 hours or more	0.75
For setting a paper for which the time allowed is less than 3 hours	30.00
For valuing an answer paper for which the time allowed is less than 3 hours	0.50
For setting each paper for practical examination prescribed according to schedule (to be divided amongst the examiners engaged in setting the papers)	10.00
For conducting the practical examination prescribed according to syllabus	0.87

3. B.E. I (Integrated), B.Tech. I (Integrated), Pre-B.D.S. and B.Sc. Nursing:—

For setting a paper for which the time allowed is 3 hours or more	50.00
For valuing an answer paper for which the time allowed is 3 hours or more	0.87
For setting each paper for practical examination prescribed according to syllabus (to be divided amongst the examiners engaged in setting the papers)	10.00
For conducting the practical examination prescribed according to syllabus—per candidate, per examiner, not exceeding two examiners	0.87
For conducting oral in B.Sc. Nursing per candidate	0.50

4. M.B.,B.S. I/V½ Years (Integrated):—

For setting a paper for which time allowed is 3 hours or more	50.00
For valuing a paper for which time allowed is 3 hours or more	1.00
For setting a paper for which time allowed is less than 3 hours	45.00
For valuing an answer paper for which time allowed is less than 3 hours	0.75
For setting each paper of practical examination prescribed according to syllabus (to be divided amongst the examiners engaged in setting the papers)	10.00
For conducting the practical examination prescribed according to syllabus—per candidate, per examiner, not exceeding two examiners	1.00
For conducting the Viva-Voce (Oral) per candidate, per examiner	1.00

5. Entrance in Oriental Learning Examination:—

For setting a paper for which the time allowed is 3 hours or more	45.00
For valuing an answer paper for which the time allowed is 3 hours or more	0.75
For setting a paper for which the time allowed is less than 3 hours	30.00
For valuing an answer paper for which the time allowed is less than 3 hours	0.50
For setting each paper of practical examination prescribed according to syllabus	20.00
For valuing each paper	0.75

6. Senior Diploma Course in French, German and Russian, Diploma in French, German, Italian and Russian, Dip.O.L., Diploma in Library Science, Diploma Course in Public Administration, Diploma in Linguistics and other Diploma Examinations:—

For setting a paper	50.00
For valuing an answer paper of Senior Diploma Course in French, German and Russian	1.00
For valuing an answer paper of other Diplomas	0.87
For conducting the viva voce examination prescribed according to syllabus, to each examiner for each candidate, with a minimum of Rs. 20/- not exceeding two examiners	1.50
For setting each paper of practical examination prescribed according to syllabus	25.00
For valuing field-record-cum-report, per candidate	5.00
For valuing each paper	0.87

7. Diploma in Geographical Cartography:—

For setting a paper for which time allowed is 3 hours or more	50.00
For valuing an answer paper for which time allowed is 3 hours or more	1.00
For setting each paper of practical examination for 3 hours or more prescribed according to syllabus	25.00
For conducting the practical examination prescribed according to syllabus, per candidate (with a minimum Rs. 20.00) for each examiner, not exceeding two examiners	2.00
For valuing Laboratory Field Records of Project Work conducting Viva Voce according to syllabus to each examiner for each candidate not exceeding two examiners to be divided equally	5.00

8. B.A., B.Sc., B.Com., Degree Course in Journalism and Library Science, B.Sc. (Public Health), B.E. Parts I and II (for Diploma Holders), B.E. I and II for B.Sc.'s, B.E. II and III (Integrated), B.Ed., B.Tech. (II and III), LL.B. (Previous and Final), LL.B. (I, II and III), B.D.S. (I, II and III), B.O.L., Diploma in Physical Education, Degree Course in Physical Education and Under-Graduate Diploma in Physical Education:—

For setting a paper for which the time allowed is 3 hours or more	60.00
For setting a paper for which the time allowed is 3 hours or more for Degree course and Undergraduate Diploma in Physical Education	50.00
For valuing an answer paper for which the time allowed is 3 hours or more	1.00
For setting a paper for which the time allowed is less than 3 hours	40.00
For valuing an answer paper for which the time allowed is less than 3 hours	0.75
For valuing an answer paper on "General Education" for B.A., B.Sc. and B.Com. (for each section)	0.40
For setting each paper of practical examination prescribed according to syllabus (to be divided amongst the examiners engaged in setting the paper)	20.00
For conducting the practical examination prescribed according to syllabus, per candidate (with a minimum of Rs. 20/-) for each examiner, not exceeding two examiners	1.00
For conducting B.Ed. practical examination, per candidate (with a minimum of Rs. 20/-) per examiner per batch of candidates appearing in different subjects and media	1.00
For conducting Degree Course and Undergraduate Diploma in Physical Education less on plan practical examination per candidate (with a minimum of Rs. 20/-) per examiner	1.00
For conducting Degree Course and Undergraduate Diploma in Physical Education First Aid and Physiotherapy Practical examination per candidate, per examiner	1.00
For examination in drawing for B.E. examination per candidate (with a minimum of Rs. 40/- for External and Rs. 20/- for Internal examiner), not exceeding two examiners	1.00
For conducting the Viva Voce examination of B.Sc. (Public Health) and B.D.S. I, II and III, prescribed according to syllabus, to each examiner for each candidate (with a minimum of Rs. 20/-) not exceeding two examiners	1.00
For valuing the Thesis or Essay prescribed for B.O.L. per candidate	5.00

9. B.A., B.Sc. and B.Com. (Special):—

For setting a Theory paper of 3 hours	65.00
For valuing an answer paper of 3 hours	1.50
For setting each paper of practical examination (to be divided amongst examiners engaged in setting the papers)	30.00
For conducting practical examination prescribed according to the syllabus, per candidate with a minimum of Rs. 20/- for each examiner, not exceeding two examiners	1.50

N.B.:—The remuneration for B.A. and B.Com. (Special) is fixed on par with the B.Sc. (Special) papers. Whenever there are practicals in B.A. (Special) the rates fixed for B.Sc. (Special) papers will be applied.

10. M.A. (Previous and Final), M.Com. (Previous and Final), M.B.A., M.O.L., Diploma in Business Management, M.Sc. (Previous and Final), Diploma in Co-operation, M.Tech., M.E. I and II, LL.M. (Previous and Final), B.E. III and IV, B.E. IV and V (Integrated), B.Tech. IV and V, B.D.S. IV, M.Ed. B.E. Parts II and IV (for Diploma Holders) and B.E. III/III for B.Sc.'s:—

For setting a paper for which the time allowed is 3 hours or more	70.00
For valuing an answer paper for which the time allowed is 3 hours or more	2.00
For valuing the Field Work record of M.Com. (Previous) per candidate to each examiner	15.00
For valuing the Field Work Record of M.B.A. per candidate to each examiner	15.00
For setting each paper of practical examination prescribed according to syllabus (to be divided amongst the examiners engaged in setting the papers)	40.00
For conducting the viva voce examination prescribed according to syllabus per candidate (with a minimum of Rs. 20/-) for each examiner, not exceeding two examiners	2.00
For valuing the Field work practical record prescribed for M.A. (Final Economics) per candidate to each examiner	15.00
For valuing the Project work and case work of D.B.M. per candidate to each examiner	15.00
For conducting the practical examination prescribed according to syllabus, per candidate (with a minimum of Rs. 40/- for external and Rs. 20/- for internal examiners) not exceeding two examiners	2.00
For examination in Drawing for M.E. Examination per candidate (with a minimum of Rs. 40/- for external and Rs. 20/- for internal examiners) not exceeding two examiners	2.00
For valuing a Dissertation, Thesis or Monograph prescribed according to syllabus, per dissertation, Thesis or Monograph to each examiner, not exceeding two examiners	20.00
For valuing a Home paper to each examiner per Home paper not exceeding two examiners	10.00
For valuing a Thesis of M.Tech. and M.E. Examination per Thesis to each examiner not exceeding two examiners	30.00

11. One Year Post-graduate Diploma Course in Physical Sciences:—

For setting a paper for which the time allowed is 3 hours or more	70.00
For setting a paper for which the time allowed is less than 3 hours	60.00
For valuing an answer-paper for which the time allowed is 3 hours or more	2.00
For valuing an answer-paper for which the time allowed is less than 3 hours	1.50
For setting each paper of Practical examination of more than 6 hours duration (to be divided amongst the examiners engaged in setting the papers)	40.00
For setting each paper of Practical examination of more than 6 hours duration (to be divided amongst the examiners engaged in setting the papers)	50.00
For conducting the Practical examination of 6 hours duration per candidate (with a minimum of Rs. 40/- for external and Rs. 20/- for internal examiners) not exceeding two examiners	2.00
For conducting the practical examination of more than 6 hours duration per candidate (with a minimum of Rs. 40/- for external and Rs. 20/- for internal examiners) not exceeding two examiners	2.50

12. Examination in Medicine:—

(a) For setting a question paper	70.00
(b) Valuing each answer book:—	
(i) For M.D., M.S. and M.Sc. examination, (irrespective of the duration of paper)	4.00
(ii) For reading a Thesis to each examiner for thesis (with a minimum of Rs. 100/- to each Examiner)	20.00
(iii) For the Diploma examination in Medical subjects	3.00
(iv) For the Final M.B.,B.S. Degree Examination	2.00
(v) For all other Medical Examinations	1.25

(Note:—When a paper is divided in parts and each part is valued separately, the remuneration would be divided equally).

Practical, Oral and Clinical Examinations:—**Practical:—**

Medical Examinations (for the whole batch)	40.00
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N.B.:—(1) If the examination is conducted in more than one batch Rs. 30.00 will be paid for each batch. (This amount will be equally divided among the examiners appointed).

(2) Preparation for conducting and superintending the examination and judging the merits of the candidates, per candidate	2.00
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Oral:—

For judging the merits of the candidates, per candidate	2.00
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N.B.:—(1) The above rate will be paid to each examiner (not exceeding two) actually engaged in each oral examination).

Where there are more than two examiners, the total fee is to be equally divided among them.

(2) No payment will be made in respect of those oral examinations which are held only in conjunction with practical examinations.

Clinical:—

Preparing for an examination and prescribing the work to be done at it, conducting the examination or superintending the candidates during the same and valuing the work done by the candidates to each examiner (not exceeding two)—per candidate:—

Final M.B.,B.S.	5.00
Diploma Examination in Medical subjects	7.00
M.D., M.S. and M.Sc.	9.00

Note:—For the clinical subjects of the Final M.B.,B.S. degree examination, viz., Ophthalmology, Medicine, Surgery, Obstetrics and Gynaecology, the rates for practical and oral separately shall be Rs. 1.50, per candidate for each examiner, the total number of examiners not exceeding six.

13. Pre-Ph.D. Examination:—

For setting a paper for which the time allowed is 3 hours or more	70.00
For setting a paper for which the time allowed is less than 3 hours	50.00
For valuing an answer paper	2.00
For setting the practical question paper (to be divided between two examiners)	60.00
For conducting the practical examination prescribed according to syllabus per candidate (with minimum of Rs. 30/-)	3.00

Note:—(1) If a paper is set jointly by more than one examiner the remuneration shall be equally divided amongst the joint paper setters.

(2) If the whole answer-book is valued by two independent examiners each examiner shall be paid the full remuneration prescribed for valuing that answer-book.

14. Ph.D.:—

For reading a Thesis to each examiner	125.00
For conducting the Viva-Voce examination prescribed according to each examiner per candidate	20.00

General:—

(i) Rates of remuneration for conducting practical examinations include charges for valuing the answer-books also.

- (ii) If an examiner for any reason whatsoever, is unable to value the answer-books after setting a question paper, he shall be entitled to only half the amount of the fees for setting the paper. The other half shall be paid to the examiner who actually values the answer-books.
- (iii) If a paper is set jointly by more than one examiner the remuneration shall be equally divided amongst the joint paper-setters.
- (iv) If a paper is set and/or valued by two persons the remuneration will be shared equally.
- (v) When the whole answer-book is examined by two independent examiners each examiner shall be paid the full remuneration prescribed for examining that answer book.
- (vi) (i) External examiners will be paid actual postal expenses incurred by them on production of original postal vouchers.
- (ii) Internal examiners will be paid postal expenses incurred by them on production of original postal vouchers, if the postal expenses exceed Rs. 10/-.
- (vii) External examiners appointed as third valuers will be paid as per rates prescribed for that particular examination subject to a minimum of Rs. 10/-

INSTRUCTIONS FOR THE GUIDANCE OF EXAMINERS (PART I.)

Examiners are requested to comply with the following instructions in so far as they relate to the discharge of their duties:-

I. GENERAL.

1. Examiners are requested to keep the information of their appointments and the marks awarded to the candidates, strictly confidential.
2. Examiners are requested to intimate to the Controller of Examinations immediately, by telegram if necessary, and in no case later than a week on receipt of the intimation of appointment as Examiner, whether they are willing to accept the offer.
3. In case they accept the offer of appointment, they should send in the question papers by the date fixed. If question papers are not sent in so as to reach the Controller of Examinations by the date fixed, their examinership is liable to be cancelled.
4. In accepting the offer of examinership, Examiners are particularly requested to give their postal address and the nearest Railway Station to which answer-books of candidates assigned to them for valuation should be sent.
5. Any change of address shall be immediately intimated to the Controller of Examinations and, in any case, not later than 15 days before the commencement of the Examination.
6. When accepting the offer of examinership (except in case of language papers) the Examiners shall also intimate to the Controller of Examinations whether they can undertake the valuation of answer-books written in (a) English, (b) Hindustani in the Persian script, and (c) Hindustani in the Devanagari script.

NOTE:- This does not refer to examinations in the Faculties of Commerce, Education, Engineering, Law, Science and Medicine where the medium of examination is English only.

II. QUESTION PAPERS

7. The examinations of the University shall be conducted by means of question papers which shall be set only in English except in language subjects. (Candidates will, however, have the option in the Faculties of Arts and Science, of answering their papers either in English or in Hindustani, the latter in the Persian or in the Devanagari script).
8. Question-paper setters shall preserve the strictest secrecy with regard to copies of text-books or notes or extracts used in setting the question papers: and drafts or copies of question papers should be kept with the same care and secrecy as question papers themselves. These papers should be carefully destroyed before the despatch of the question papers.
9. All question papers should be neatly and legibly written in the prescribed form sent to the Examiner and on one side of the paper only. They should contain as few alterations, additions and erasures as possible.
10. Badly written words shall be clearly re-written in the margin to prevent the possibility of mistakes.
11. Special care must be taken in the delineation of mathematical signs and Index figures.
12. Abbreviations of all kinds shall be avoided.
13. If a typewriter is used, the Examiner shall certify that he has himself typed out the question paper.
14. The papers set in all examinations shall be such as a candidate of decided ability well-prepared in a subject can reasonably be expected to answer within the time allotted.
15. No question shall be put at any University examination calling for a declaration of religious BELIEF ON THE PART OF THE CANDIDATE.

16. The question paper should clearly state the following details:- The Examination (for example, B.A., M.A. (Previous) etc.), the year and the month of the examination, the subject, and the number of paper in the subject, the time allotted for the paper, the maximum marks allotted to the paper and the number of questions to be attempted by the candidates.
17. Questions must be set in relation to the prescribed course of study by the University and must conform to the syllabi laid down in the Ordinances of the University and the pattern of question papers shall not vary from the model of the papers set at the same examination in the previous year or years. (Copies of the question papers of the previous year will be sent to the Examiner to serve as a model).
18. There shall be a fair and a reasonable choice of questions in the paper in subjects or papers where such choice is usually permitted.
19. Every question shall be clear and definite in language. The question shall not be vague, or far-fetched, or beyond the standard prescribed, or outside the syllabus prescribed, and shall be fairly distributed over the course of study and the text-books prescribed under it.
20. The marks allotted to each question shall be clearly specified in the margin on the right-hand side. Where all questions carry equal marks, this fact should be clearly specified at the top of the paper.
21. Any special instructions to candidates which may be thought necessary to give regarding the answering of different sections in different answer-books, or regarding compulsory and optional questions, or the number of questions to be answered, or the choice among them, should be specific, precise and free from obscurity.
22. Questions shall not be reproduced or copied from standard text-books or guide books or other question papers set for the examination in the previous year or years at this or any other University.
23. All question papers shall be enclosed in double-sealed covers according to instructions received from the Controller of Examinations and marked "Strictly Confidential". They shall be despatched by post and shall be insured for Rs.100/- and addressed to the Controller of Examinations by name and not by designation.

When question papers are sent through a messenger they shall be accompanied by a note showing the name of the messenger and the time of despatch by the Examiner:
24. Each Examiner will be furnished with the following papers for his guidance:-
 - a) Instructions to Examiners
 - b) Syllabus relating to the paper of the particular examination
 - c) Question papers of the previous two examinations of the University to serve as a model, and
 - d) Scales of remuneration to Examiners.
25. Examiners are particularly requested to sign their name in full at the bottom of each sheet of the question paper in the place indicated.
26. Examiners in language papers are requested to send along with the question paper in the sealed cover a key to all passages set for annotation from text-books, indicating -
 - i) the particular edition of the text-book from which the extracts are taken, and
 - ii) the page of the text-book from which the extracts are taken.

UNIVERSITY OF MADRAS.

Copy of letter No. F.1-8/65(SF) dated 17-2-1965 from the Secretary, University Grants Commission, New Delhi.

Subj:- Contingent Grants to teachers under the scheme of utilization of services of retired teachers.

In supersession of this office letter No. F.1-21/61(G) dated 2nd May 1962 on the above subject, I am directed to detail below the items on which contingent grant of Rs.1,000/- per annum admissible to the retired teachers under the above scheme may be utilized.

1. An amount up to 40 per cent of the contingent grant on travel or field work with the approval of the University/College.
2. Apparatus, chemicals and equipment needed for the approved research project.
3. Books, photostat copies and micro-films.
4. Typing, stationery, postage and clerical assistance.

The contingent grant is not intended for meeting expenditure on items normally provided by the University or college where the teacher is working and on membership or other fees.

On the termination of the award, the books, apparatus or equipment etc. purchased out of the contingent grant will become the property of the University or college where the research project is undertaken.

For all expenditure out of the contingent grant a certificate from Head of the Institution to the effect that the ~~research project~~ expenditure has been incurred in furtherance of the approved research project will be necessary.

Copy to : Dr. J.R. Macphail
and
Mr. U. Venkatakrishna Rao.

For External Examiners

STRICTLY CONFIDENTIAL**EXAMINATION BRANCH,****Osmania University,
Hyderabad-7, (A.P.).**Despatch No. 4038/c/Exams.Dated 24.7. 1968

To

Sri. V.V. Krishna RaoRetired Professor of Sanskrit.10. B. Dandapani Street,Tyagaraj
MADRAS-19

Dear Sir /Madam,

I am directed to invite you to act as Examiner/~~Head~~ Examiner and Paper Set in Sanskrit Paper(s) 1 for the B.A. Part Examination, 1968, and to request you to let me know by **return post or preferable telegram**, whether you accept this invitation. Reply may kindly be sent in Form enclosed.

Your appointment as Examiner should be kept **strictly confidential**.

If you accept you are requested to set two question papers on the above-mentioned subject, one for the Annual Examination and the other for the September Examination and either deliver them in person in double sealed envelopes to me or send them in double sealed envelopes provided herewith, through post, **Registered and Insured**. Kindly note that two inner envelopes and one outer envelope are enclosed. One of the inner envelopes is marked 'Annual' and the other marked 'September/October'. You are requested to seal the question papers in the respective inner envelopes and put both inner envelopes, in the outer envelope which should again be sealed and sent addressed

Mr. Manohar Andriah,
Controller of Examinations,
Osmania University,
Hyderabad-7, (A.P.).

in the manner prescribed above. Kindly make all the necessary entries on the inner envelopes.

You are requested to send the question papers so as to reach me ^{within a week} **not later than a fortnight** after the receipt of this letter.

In all non-language subjects, the papers should be set only in English.

The following papers are forwarded herewith:—

- Two forms for setting the papers (one for Annual March/April and the other for September/October).
- A copy of Instructions to Examiners.
- The Syllabus prescribed for the papers.
- The Scheme of Examination.
- A question paper of the previous year to serve as model.
- A copy of Scales of Remuneration payable to Examiners.

Yours faithfully

Ch. Sankar
Controller of Examinations

80. How do you pack the machine for travelling purpose?

Marginal stops should be closed. The carriage should be in position and in a centre place and tight and with a tape. The space bar should be tightened, shift lock should be applied, duster should be kept in the type bar basket, handle (carriage return lever) should also be tightened. The type writer should be kept in the back board and covered with the metal cover and hooked and locked.

Note: Whenever the machine is not in working. The feed rolls releaser in apply so as not to contact with the cylinder.

81. What is the reason for improper line spacing?

Though we have adjusted the paper correctly. The feed rolls might be worn out or binding.

82. Tabulator bar Mechanism:

Tab set key: To stop the carriage in a particular degree we have to make stop by depressing the tab set key. When we depress the tab set key the vertical lever raises and pushes the tabulator stop downward from the tabulator rack. There are number of stops kept in the tabulator rack corresponding to the carriage scale i.e., 100. After arranging the stops the carriage should be brought to the right side.

Tabulator bar:-

When we depress the bar by four finger. The plucker lever (vertical lever) which is corresponding to the printing point, raises and at the same time the loose is kept away from the escapement wheel. Since the motive power draws the carriage towards left side the carriage is arrested at a particular degree wherever the stops are arranged. When the carriage moves left side the stops comes in contact with the plucker lever and arrested on the same place. When we release the tabulator bar the parts resume their position. Now the plucker lever goes down and the loose dog comes and holds the tooth of the escapement wheel.

Tab clear key: To release a particular stop we have to adjust the carriage at a particular degree and depress the tab clear key. When we depress the tab clear key the vertical linker raises the "cam" pushes the tab stops into the tabulator rack (i.e.) in-operative position. To release all the stops at a time the carriage should be brought to the extreme left and the tabulator or clear key key should be depressed and by means of carriage release lever the carriage should be brought to the right. By so doing the "Cam"

BOOK REVIEW

The Classical Drama of India by Prof. Henry W. Wells -
Published by the Asian Publishing House - Pages 192 -
PRICE Rs.16/-
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Indian dramas are deeply based on religious and philosophical thought observes the author very truly Sanskrit dramaturgists call the Dramatists and poem writers by the same name KAVI and this has been aptly expressed by this enlightened author in the last page. 'Valmiki' arranged the final book of epic as a Drama before the book itself was released as a poem, Poetry itself is declared to be a high form of religion; We might add here, of drama also. As a SAMAANA DHARMAA, to use Bhavabhuti's expression, this author has steeped himself in the spirit and times of the Dramatist he is trying to reinterpret from an angle quite different from the one adopted by Orientalists like Keigh, Macdonell, Winternitz and others sofar.

The learned author seems to have travelled round the earth, studying the dramatic techniques in China, Japan, European countries, besides those of India Tibet and Burma. He has himself been the author of several books dealing with poetry, Drama and comparative literature. His decision that these play's are worthy of a high place among plays in a harvest compreding all times and lands is interesting reading for us. His comparison of the Elizabethan with the Sanskrit Drama clarifying their respective divergent aims is really instructive Shudraka's Mrichakatika and Bhavabhuti's UTTARA RAMACHARITA are singled out as the representatives of the PRAKARANA and NAATKA types respectively and analysed. The psychological background of these Dramas is also fully analysed and even the swooning - as many as 16 times on the stage in the latter - is studied as being derived from a close study of the Aesthetics. Both Kalidass and Bhavabhuti, the author concludes, must have had personal experience of the stage as supervising the first representations of their plays. The Dramas of Bhasa, Kalidasa, Shudraka, Bhatta Narayana, Sri Harsha and Bhavabhuti are examined. We have great pleasure in welcoming this informative criticism.

10 B, DANDAPANI STREET
T. NAGAR, MADRAS. 17

U. VENKATAKRISHNA RAO
PROFESSOR OF SANSKRIT
MADRAS CHRISTIAN COLLEGE

1. Rama Vilas Shortland & Typewriting Institute,
No. 3, Ramaswamy Street, T. Nagar, Madras--17.

Name of the parts:-

1. Carriage
2. Carriage scale
3. Carriage return lever or line space lever
4. Cylinder
5. Thumb wheel or Cylinder knob
6. Line space regulator or Gauge
7. Paper rest
8. Paper rest (left and right)
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83. Paper rest (left and right)
84. Paper rest (left and right)
85. Paper rest (left and right)
86. Paper rest (left and right)
87. Paper rest (left and right)
88. Paper rest (left and right)
89. Paper rest (left and right)
90. Paper rest (left and right)
91. Paper rest (left and right)
92. Paper rest (left and right)
93. Paper rest (left and right)
94. Paper rest (left and right)
95. Paper rest (left and right)
96. Paper rest (left and right)
97. Paper rest (left and right)
98. Paper rest (left and right)
99. Paper rest (left and right)
100. Paper rest (left and right)

1. What is the use of the typewriter?
It is used for writing letters, reports, etc. and the letters will be legible like printed.

2. What is the use of the typewriter?
It is used for writing letters, reports, etc. and the letters will be legible like printed.

3. Who invented the typewriter?
Mr. Henry Mill invented the typewriter in the year 1714.

4. Why are the character keys not arranged in an alphabetical order?

Often occurring letters are located in the middle of the keyboard, so as to type by the first and second fingers which are stronger. Those that are not occurring often by the third and fourth fingers. So that the fingers will have proportionate labour of work. (By this method we can get greater speed and lesser strain to the fingers.

5. How many systems are there in typing?

1. Touch system or blind system or non visual system.
2. Sight system or visual system. (This method is not in practice now)

6. What is meant by alignment?

The correct allocation of letters both in lower and upper cases are in one and the same straight line.

7. How many kinds of typewriters?

1. Standard 2. Portable. Weight of standard machine is 14 kilos. Weight of portable machine is 8 kilos.

8. How many kinds of ribbon?

1. Record ribbon. 2. Copying ribbon (It is used for press copying process). Generally in our machine record ribbon is used.

9. How many colours in ribbon?

1. Purple 2. Black 3. Bichrome (black and red) 4. Violet 5. Green 6. Blue 7. Red. (There is no white colour). Ten yards of ribbon is provided with the machine. Breadth or width of ribbon is half an inch.

10. Mention some of the names of the typewriter?

1. Remington Rand 2. Mada 3. Godrej 4. Underwood 5. Wood stock 6. Royal

11. How many sizes of types?

1. Pica (ten letters per inch) This is fixed in our machines. 2. Small pica 3. Roman 4. Gothic 5. Italic 6. Script 7. Roman medium 8. Elite (twelve letters per inch).

12. How many kinds of cylinder?

1. Soft 2. medium (in our machines). 3. Hard.

13. How many sizes of carriages?

1. Footscap=100 degree (in our machines) 2. Brief=110 degree 3. Draft=135 degree 4. Policy=165 degree 5. Manifest=210 degree 6. Ex-manifest=265 degree.

14. What are the particulars to be furnished to purchase a typewriter?

1. Name of the typewriter. 2. Kind of typewriter. 3. Size of carriage. 4. Kind of cylinder. 5. Size of types.

15. If the machine is stolen how do you find it?

First of all we have to note the register number of the machine and then all the above particulars.

16. What are parts contained in Universal standard key board?

It consists forty four character keys in four rows. In addition to this two shift keys 2. Shift locks. 3. Back space key 4. Margin releaser. 5. Tab set key. 6. Tab clear key 7. Key releaser 8. Tabulation bar and space bar.

Handwritten signature

17. Where the space bar is situated below the key row and the tabulator bar is above?
We have to give space below the key row and tabulation of the space bar is above the key row. Since the tabulator bar is placed below the key row, it is below.
18. In what manner character keys are arranged?
There are 44 character keys which are divided into two parts so as to operate by both the hands.
19. Each finger has got particular keys to be operated!
Non-character keys are operated by little fingers. The character keys are arranged in four rows. The second row is called guide keys row or home keys to find out the position of other letters on which our fingers are permanently kept to.
Home keys:- a and ; Guide keys:- asdf ; lkj.
20. How the type bars are arranged?
There are 44 Type bars corresponding to the 44 Character Keys each type bar is kept in the comb of the segment so as to reach the printing point.
Note:- All the type bars convulse to a common centre because they are arranged in a semicircular manner or segmental manner. Each type bar has got two characters. At a time only one character can be produced because of the cylinder is in cylindrical shape.
21. What is the use of the cylinder?
To insert the paper and feed the paper in a proper line spacing. Though there are two types in one type bar we can get only one impression at a time by the use of the cylinder.
22. Step by step movement of the carriage:-
connecting parts:-
- (1) Character key lever
 - (2) Sub lever
 - (3) Hooked link
 - (4) Bottom portion of the type bar
 - (5) Type bar
 - (6) Heel of the type bar
 - (7) Segmental universal Rod
 - (8) Horizontal link
 - (9) Bottom portion of the dog Block or Rocker
 - (10) Upper portion of the Dog Block
 - (11) Rocker or Dog block.
 - (12) Loose Dog.
 - (13) Rigid Dog
 - (14) Escapement wheel
 - (15) Pinion wheel
 - (16) Letterspace Rack, graduated Rack or carriage Rack.
 - (17) Main spring
 - (18) Main spring tension or Motive Power
 - (19) Strap, draw band or draw cord

Whenever we operate a character key, the key lever goes down. In the middle of the key lever there is a sub-lever which is connected to the Bottom Portion of the type bar by means of a hooked link. When a key lever goes down, the sub lever comes forward. By the pressure of the sub lever the type bar goes to the printing point. The heel of the type bar, pushes the segmental universal bar backward. From that bar there is a horizontal rod connected to the lower portion of the dog block or Rocker. So the rod pulls the lower portion of the Rocker forward and the upper portion goes backward. In the upper portion of the rocker there are two dogs namely loose dog and rigid dog. Ordinarily the loose dog will be holding a tooth of the escapement wheel. So the loose dog which is holding a tooth of the escapement wheel releases it. At the same time the rigid dog goes and catches the same tooth released by the loose dog. Now half a degree movement is effected. The above action are affected when a character key is in a depressed condition.

When we release a character key all the parts resume their position by their tension. Now the loose dog also comes to its original position and catches the next tooth of the escapement wheel. Now another half a degree movement is effected. (Totally one degree movement is effected).

The escapement wheel and the pinion wheel are fixed in one and the same shaft. So whenever the escapement wheel rotates the pinion wheel also rotates upon the pinion wheel the letter space rack is mounted. So the letter space rack also moves leftside along with the pinion wheel. The main spring is kept in the left side of the machine and the tension is communicated toward the right side of the carriage by means of a strap. So the main spring tension draws the carriage towards the left side always. By the action of the loose dog and rigid dog the carriage moves left side letter by letter or degree by degree or step by step. Note if there is no loose dog or rigid dog there will not be step by step movement.

STEP BY STEP MOVEMENT OF THE CARRIAGE

Whenever we depress the space bar,

1. Space bar. 4. Vertical link.
2. Space bar levers on either side.
3. Space bar universal bar
5. Lower portion of the dog block or Rocker.

Whenever we depress the space bar the two levers go down. The another end of the levers connected to the space bar universal rod. So the rod tilts from the middle of the rod, there is a vertical link connected to the lower portion of the dog block. So the lower portion of the rocker comes forward and the upper portion goes backward. (See character key lever Mechanism)

23. What is the use of the space bar?
To give blank space wherever necessary.
24. What is the use of the shift-key?
To produce upper case character.
25. Why there are two shift keys provided?
For easier operation of both the hands.
- What is the use of the shift locks?
To type upper characters continuously.
26. What is the use of the back-spacer?
To take the carriage towards on right side exactly one degree.
27. What is the use of the margin releaser?
To extend the fixed margin without alteration of the marginal steps.
28. What is the use of the Marginal stops?
To Govern the left and right margins.

29. What is the use of the paper bail?

To keep the paper close to the cylinder.

30. What is the use of the line space gauge?

To rotate the cylinder upward in a single space, double space or triple space or knetches.

31. What is the use of the thumb wheel?

To rotate the cylinder either upward or downward to a desired position.

32. What is the use of the carriage return and line space lever?

To return the carriage towards right side and at the same time to rotate the cylinder upwards in a single, double or triple notches according to the line space regulator adjusted.

33. What is the use of the paper releaser or feed rolls releaser?

To remove the paper quickly or to adjust the paper correctly.

34. What is the use of the feed rolls?

To insert the paper and feed the paper.

Note: If there is no feed rolls are in contact with the cylinder. There will not be feeding of the paper.

35. What is the use of the tabulator bar?

To take the carriage towards left side to a particular degree without any obstruction.

36. What is the use of the carriage releaser?

To move the carriage towards left or right side quickly without any obstructions.

37. What is the use of the key releaser?

After clashing of the type bars it is released by the use of the key releaser.

38. What is the use of the personal touch controller?

The touch of the key board can be adjusted in three different manners.

(i.e) That is light, medium or hard touch according to the wishes of the person.

39. What is the use of the ribbon position indicator?

The width of the ribbon may be used in three different ways. (i.e.) that is upper, middle, lower labor of the ribbon.

Note: If we are using bichrome ribbon we can use at a time black colour or red colour.

40. What is the use of the ribbon changing regulator?

If we want to change the direction of the ribbon to be moved from one spool to another we can change it.

41. What is the use of the Automatic line finder?

We can rotate the cylinder either upward or downward to a desired position.

42. What is the use of the inter liner or varriable line spacer?

We can rotate the cylinder either upward or downward to a desired position.

43. What is the use of the left marginal guide or paper side guide?

We have to insert the paper close to the paper close to the left marginal guide. Then only we can calculate the degrees correctly. So the left marginal guide should be kept corresponding to the ϕ ordinarily.

44. What is the use of the bell caution?

The bell caution is given to the operator six spaces before the end of the line is reached.

45. What is called Main spring?

The coiled steel plate is called main spring.

46. What is called Motive power?

The power of the Main spring tension is called Motive power.

47. Where the main spring is situated?

In the left side of the machine within the main spring drum. One end is connected with the main spring axle and the another end is connected to the right side of the strap. Note:- The power is exerted into the coiled spring is called Motive Power or Main spring tension.

48. What is meant by tension?

Which part acts by itself or automatically has got tension. It can be devised by tempered plate or springs.

49. What are the important tensions?

3. Loose dog tension.
4. Carriage rack tension.
5. General key board tension.
6. Space bar tension.
7. Individual key tension or shift key tension
8. Shift lock tension.
9. Carriage return lever tension.
10. Back spacer tension.
11. Carriage releaser tension.
- and etc.,

50. What is meant by Jerky movement?

The Carriage will move left side more than one space (not step by step)

51. What are the Causes for jerky movement?

1. High tension of the main spring (2) Low tension of the rocker. (3) Low tension of the loose dog (4) Low tension of the letter space rack over the pinion wheel.
- (5) Any teeth of the escapement wheel, pinion wheel or letter space Rack. (6) Any defect in the Rocker mechanism.

52. What is meant by sluggish movements?

The Carriage will not move step by step that (i.e.) is one letter will after another.

53. What are the Causes for sluggish movement?

- (1) Want of cleaning and oiling.
- (2) Low tension of the main spring.
- (3) High tension of the dog block.
- (4) High tension of the loose dog.
- (5) High tension of the letter space rack over the pinion wheel.
- (6) Defective length and movement of the Ribbon.
- (7) Sticky escapement wheel (8) Any defect in the Rocker mechanism.

54. What are the causes bad alignment?
1. Uneven touch of the typist.
 2. Improper depression of the shift key.
 3. Any bend in the type bar.
 4. Improper soldering of character or types.
 5. Shaky segment.
 6. Shaky type bar guide.
 7. Shaky platen of the cylinder or shell.
 8. Wornout cylinder.
55. What is meant by dog technically?
A small metal piece just like a tooth of the dog.
56. What is called loose dog?
Which acts individually up and down is called loose dog.
Loose dog has got too and fro action along with the dog block.
57. What is called rigid dog?
Which acts too and fro only along with the dog block is called rigid dog.
58. What is called piling of letters?
If the main spring tension is low the carriage will not lock at the end, there by one letter after another will form.
59. How many kinds of ribbon movements?
1. Lengthwise movement.
 2. Up and Down movement.
 3. Automatic movement.
60. What is the use of the Ribbon?
To produce impressions on the paper.

61. What is the use of the lengthwise movement?
To get uniform impressions throughout the paper. If the ribbon is not moving letter by letter faint impressions will be caused and then the ribbon will have hole. So we cannot get impressions.

NAME OF THE PARTS :-

1. Character key 2. Main spring drum
3. Main spring axle 4. Gear plate 5. Ribbon driving gear
6. Ribbon driving shaft 7. Another end of the gear 8. Main shaft gear 9. Main shaft 10. Bevel gears (Two) 11. Spool gears (Two) 12. Spool shaft 13. Spool 14. Ribbon.

Whenever we operate the character key the ribbon moves length wise because the gear plate which is fixed in the main spring axle rotates left side. There is a ribbon driving gear which is in contact with the gear plate also rotates. So the ribbon driving shaft rotates. The another end of the gear is in contact with the main shaft gear. So the main shaft rotates. In the main shaft there are bevel gears. At a time one of the bevel gears will be in contact with the one of the spool gears. There are two spool gears near to the bevel gears. So the bevel gear makes the spool gear rotate, there by the spool shaft and the spool collects the ribbon. At the time another side of the spool gear and the bevel gear are not in contact. So the spool is free to an unwinds the ribbon.

Notes:- The length wise movement of the ribbon will be effected. Whenever we depress a character key or space bar. If we provide the ten yards of the ribbon in one spool. It will move length wise letter by letter to give uniform impressions on paper.

62. Is there length wise movement when we return the carriage towards right side?

When we return the carriage by means of carriage return lever. The ribbon won't move left side because of the clutch system of the ribbon driving gear. (i.e.) The ribbon driving gear alone rotates the ribbon shaft worn to rotates their by there is no effect to the main shaft gear.

63. Is there length wise movement, when the carriage is moving to the left side whenever we operate the tabulator bar or carriage r leaser?

There is no length wise movement. An arm will push the ribbon driving gear left side from the gear plate. So there is no effect to the ribbon driving gear.

64. What is the use of the up and down movement of the Ribbon?

To produce an impression on paper and see the impressions on paper and whether it is correct.

65. How height the ribbon will raise?

Up to the printing point when the up and down movement is effected, whenever we operate the character key.

Name of the parts:-

1) Character key 2) Ribbon universal rod below the character key levers 3) Ribbon universal rod comb 4) Vertical link 5) Ribbon Carrier 6) Ribbon.

Whenever we depress a character key the key lever acts upon the ribbon universal rod. So the ribbon universal rod tilts. From the middle of the rod there is a vertical link. In the top of the link the ribbon carrier is fixed. So the vertical link raises the ribbon carrier along with the ribbon up to the printing point to produce impressions when we release a character key all the parts resume their position. So the ribbon carrier also goes to its original position. Now we can see the typed impressions.

66. What is meant by Automatic ribbon movement?

After exhausting entire ribbon the spool collects the ribbon Automatically.

67. What is the use of the Automatic ribbon movement?

As we are typing in touch or blind system we are not seeing the machine. So by the automatic movement the ribbon is collected one spool to another after exhaustion.

Name of parts:-

1) Empty spool 2) Trigger 3) Ribbon reverser pin (Automatic ribbon reverser pin) 4) Main shaft 5) Cam 6) Bovel gear 7) Spool gear.

When any one side of the spools is exhausted the ribbon the automatic movement is effected. The ribbon reverser pin falls on the main shaft, very near to the cam. When the machine is at work. The main shaft rotates and the cam comes in contact with the ribbon reverser pin and makes the level gear of that side contact with the spool gear. (In the main shaft the level gears are loosely fitted). At the time the another side of the spool gear and the level gear are not in contact. So the spool collects the ribbon and the another spool unwinds the ribbon.

(Note:- At a time only one side of the level gear and the spool gear will be in contact. In which side both the spool will be collecting the ribbon and the another side unwinds the ribbon.)

68. If the Automatic movement is not effected what will happen?

At the end of the ribbon the ribbon will be halted. Their by the letters will not form on the paper and the carriage won't move step by step movement. (i.e.) sluggish movement will caused.

66. If the Automatic movement is not effected what will do?
We have to change the lengthwise movement by the use of the ribbon changing regulator.

70. What are called symmetrical parts?

1. Shift keys (2) Shift locks (3) Spools (4) Spool gear
- (5) Carriage rollers (6) Marginal stops (7) Bevel gear
- (8) Thumb wheel.

Marginal stops:-

There are two marginal stops placed in the marginal stop bar or rack. The marginal stop bar has got 100 grooves for foolscap size carriage (i.e.) corresponding to the carriage scale. If we want to fix the marginal stops at the 10°. We have to press the stop their by bend portion of the stops releases the particular groove so as to move the stop and re-fix the same at the particular degree. After releasing the stops the bended portion engages the particular groove of the marginal stop rack. Now we cannot move the carriage beyond the fixed margin.

BACK SPACE MECHANISM:

Name of the parts:-

1. Back space key (2) Sublever (3) Bend lever (4) Vertical link
- (5) Back space pawl (6) Escapement wheel.

When we depress the back spacer the lever goes down in the other end of the lever there is a sublever and a bend lever. The bend lever raises the vertical lever which is very close to the escapement wheel in the left side. In the top of the vertical lever there is a back space pawl. When we depress the back space key one mechanism puts the loose dog away from the escapement wheel (down) and put at the same time the back space pawl raises and rotates the escapement wheel and the right side exactly one degree. When we release a back space key the loose dog resumed position and holds the next tooth of the escapement wheel.

71. Why is the left marginal guide is movable?

If we want to take number of copies or number sheets to be typed for finding purpose. (Cord size paper) we have fix the marginal guide or paper side guide at the 20th degree. So as to contact the feed rolls with the paper, on both the edges. Then only we can get uniform margin in left side in all successive sheets.

72. Shift Key :- There are two shift keys provided in the key board. When we depress shift key the segment along with the 44 type bars goes down to produce upper case character.

73. What is the use of the double shift keys?

For easier manipulation for both the hands.

Note :- Our machine is called single shift key machine.

74. What is called double shift key machine?

Double shift means the key board has got only three character key rows. Each type bar produces three characters.

75. What is called shift-less machine?

Shiftless means the key board has got seven rows and each type bar reference only one characters. (i.e.) There is no shift key in the machine (Double shift key and shiftless machine are not in existence now).

75. How many kind of key board?

1. Universal standard key board.
2. Ideal key board 3. Scientific key board 4. Dummy key board
- (2) Ideal key board is used for calculating purpose
- (3) Scientific key is used for scientific formula.
- (4) Dummy key board was used for beginners, this is not in

existence now, There is no carriage,, there is no type bars,

Bell Mechanism:- Name of the - parts:-

1. Right Marginal Stops 2. Small projections 3. Bell trips 4. Bell Hammer 5. Bell cup.

When the small projection of the right marginal stops comes in contact with the bell trip. The bell trip is pushed to the left a little bit. After passing over the bell trip by the marginal stops projection the bell trip come to its original position by its own spring action and dashes against the bell cup and produces sound.

LINE LOCK MECHANISM:- Name of the parts:-

1. Right Marginal stop 2. Large projection 3. Margin post 4. Line Lock Plate.

When the large projection of the right marginal stops comes in contact with the margin post it is pushed to the little bit. The connecting parts make the line lock plate which is above the key levers enter into the grooves of the character key lever. Now the cannot depress in a full depth. So the type bar cannot reach the printing point.

After depressing the margin releaser the margin post raises there by the line lock plate is released.

76. Which is called master key of the key board?

The letter "N" because the alignment is tested by the use of the "N"

77. Who is called master of the key board?

The typist because he can manipulate all the character keys without seeing the key board in a good speed.

78. What are the qualities of the typist?

1. Good knowledge in english 2. Fast typing 3. Neatness of execution 4. Light and rythmical touch or even tough 5. All the form in a proper manner. 6. The typist should not enter into the mechanism where he is unknown.

79. How do you protect the life of the typewriter for last long?

The machine should be cleaned and oiled often it should not be kept so as to attract the dust i.e. in the window side or road side. We should handle the machine very gently (light touch) we should not interfere with the mechanism where we are unknown.

We have to use the backing sheet to protect the life of a cylinder whenever we are typing. After finishing the work the machine should be covered now and then. (dust proof cover or metal cover) To test the type bar guide or centre guide whether it is in proper position. We have to type alternatively the letters q and p.